



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 22-122

POSITION: **Licensed Mental Health Counselor** OPENING DATE: **08/11/2022**

NO. OF VACANCIES: **1** CLOSING DATE: **Continuous**

SALARY: **\$64,084.80 P/A**

PAY GRADE: **10/01**

LOCATION: **Community Guidance Center,
Commonwealth Healthcare Corporation, Saipan**

NATURE OF WORK:

Under the direct supervision of the CGC Clinical Services Officer and the general supervision of the CNMI Zero Suicide Prevention Program Manager, the incumbent in this position will provide supervision, therapeutic services, evaluation, and consultation to youth and young adults and families in an outpatient clinical setting. The incumbent will work as an active team member with the program staff under the Community Guidance Center to attend to clinical need.

DUTIES:

- Performs mental health screening/intake/assessment, evaluate, diagnose, provide therapy and consultation, and make appropriate referrals as necessary.
- Perform routine supervision of unlicensed and/or uncertified providers as assigned by the Clinical Services Officer
- Ensure consumers/clients are contacted within 48 hours after walk-ins (self-referrals and/or referrals from other agencies or clinics) to set up initial appointment.
- Develop, implement, and monitor client's individualized treatment plan and diagnosis according to the most updated version of the DSM incorporating psycho-social history, strengths, weaknesses, life domain needs, symptoms, and risks to mental health and well-being within 30 days of initial appointment.
- Develop treatment and discharge plan in a timely manner according to targeted goals and treatment needs.
- Consult with key stakeholders (i.e., psychiatrist, substance abuse treatment provider, primary care physician, assigned wraparound care coordinator, families, etc...) involved in the consumer's life to ensure effective implementation of treatment plan.
- Conducts discharge of inactive clients no later than 90 days of last contact, unless otherwise stated in treatment plan
- Maintains complete, confidential, and timely client progress notes and charts.
- Inputs and updates clients' information in computerized data system of diagnosis and treatment encounters.
- Provide consultation to the wraparound care team as needed.
- Participates in community outreach, presentations, and trainings.
- Work closely with the Mental Health Counselor-In Training team to develop, implement, monitor, and evaluate peer support groups, workshops, psycho-education classes or group therapy for consumers and families based on clinical needs.
- Consults and works closely with the Substance Abuse Treatment and Recovery Supervisor, Wellness Clinic Supervisor, and CGC Clinical Services Officer regarding clinical and direct services issues.

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- Collaborate with other necessary individuals the youth/young adult and family may have contact with.
- Conducts crisis interventions, Suicide Risk Assessments, Trauma and Brief Intervention.
- Coordinate crisis intervention, outreach, referrals, and services as necessary.
- Provide crisis management services and/or assist with crisis response oversight to Crisis Response Teams.
- Provide critical resources and support to individuals in crisis.
- Provide follow-up as required and/or coordinated care (e.g., Community services, Emergency Department, Psychiatry)
- Provide individuals in crisis, family members, and the surrounding communities with information as to the nature of the crisis, why it is happening, and what it means for them
- Attend in-service, online, and off-island trainings and participate in staff meetings and consultations, as required.
- Attend bi-weekly Manager/Lead Wraparound Care Coordinator/Clinical Supervisor meetings.
- Assists with grant applications and reports as needed.
- Abides by the American Psychological Association (APA) code of ethics or psychology equivalent.
- Maintains culturally competent and sensitive application of interventions to ethnically diverse and minority populations.
- Knowledge of CNMI and Federal laws, codes, and regulations governing mental health and substance abuse treatment.
- Prepares and submits a report of clinical services and activities to the Program Manager on a monthly basis.
- Adheres to the policies and procedures of the Commonwealth Healthcare Corporation.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Masters Degree from an accredited graduate level program/institution in the field of Psychology, Marriage and Family Therapy or related field including course in Ethics, Confidentiality, Diagnosis, Treatment Planning, and Case Management.

Experience: Three (3) years of clinical work experience.

Licenses/ Certifications: Must be licensed as a Licensed Mental Health Counselor (LMHC) or Licensed Marriage and Family Therapist (LMFT) by the CNMI Healthcare Professional Licensing Board (CNMI HCPLB).

KNOWLEDGE:

- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **Therapy and Counseling** — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

SKILL:

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation** — Actively looking for ways to help people.
- **Speaking** — Talking to others to convey information effectively.

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- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Negotiation** — Bringing others together and trying to reconcile differences.
- **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Instructing** — Teaching others how to do something.
- **Science** — Using scientific rules and methods to solve problems.

ABILITY:

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening (Covid-19 vaccine required) and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Exempt**”, or is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm, however facility hours are 24 hours / 7 day per week. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to the *CNMI Zero Suicide Program*, not to exceed 03/30/2023.

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Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 233-8756

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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*